

# FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 USC 2775; DoD Directive 7200.11; EO 9397.

**ROUTINE USE(S):** None.

**PRINCIPAL PURPOSE(S):** To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

**DISCLOSURE:** Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

<b>1. DATE INITIATED</b> (YYYYMMDD)		<b>2. INQUIRY/INVESTIGATION NUMBER</b>		<b>3. DATE LOSS DISCOVERED</b> (YYYYMMDD)	
<b>4. NATIONAL STOCK NO.</b>	<b>5. ITEM DESCRIPTION</b>	<b>6. QUANTITY</b>	<b>7. UNIT COST</b>	<b>8. TOTAL COST</b>	
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS</b> ( <i>X one</i> ) (Attach additional pages as necessary)		<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES</b> ( <i>Attach additional pages as necessary</i> )					
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>					
a. ORGANIZATIONAL ADDRESS ( <i>Unit Designation, Office Symbol, Base, State/Country, Zip Code</i> )		b. TYPED NAME ( <i>Last, First, Middle Initial</i> )		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
<b>12. (<i>X one</i>)</b>					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED ( <i>X one</i> )  <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS ( <i>Unit Designation, Office Symbol, Base, State/Country, Zip Code</i> )		d. TYPED NAME ( <i>Last, First, Middle Initial</i> )		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
<b>13. APPOINTING AUTHORITY</b>					
a. RECOMMENDATION ( <i>X one</i> )  <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED ( <i>X one</i> )  <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS ( <i>Unit Designation, Office Symbol, Base, State/Country, Zip Code</i> )		e. TYPED NAME ( <i>Last, First, Middle Initial</i> )		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
<b>14. APPROVING AUTHORITY</b>					
a. RECOMMENDATION ( <i>X one</i> )  <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED ( <i>X one</i> )  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS ( <i>Unit Designation, Office Symbol, Base, State/Country, Zip Code</i> )		e. TYPED NAME ( <i>Last, First, Middle Initial</i> )		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

**15. FINANCIAL LIABILITY OFFICER**a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED

**16. INDIVIDUAL CHARGED**a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*☐ Submit the attached statement of objection. ☐ Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER		

**17. ACCOUNTABLE OFFICER**

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED